

SECTION G
CONTRACT ADMINISTRATION DATA

1 52.242-4003 CONTRACT ADMINISTRATION OFFICE

The contract administration office for this contract is located at the following address:

Commander
US Army Engineering & Support Center, Huntsville
ATTN: CEHNC-CT-E/Tadesse
PO Box 1600 4820 University Square
Huntsville, AL 35807-4301

2 52.242-4602 CONTRACTING OFFICER

The Contracting Officer for this contract is:
J.N. Etheridge III

U.S. Army Engineering and Support Center, Huntsville
ATTN: CEHNC-CT-S
P.O. Box 1600 (4820 University Square)
Huntsville, Alabama 35807-4301
256-895-1114

3 52.242-4603 CONTRACT SPECIALIST

The Contract Specialist on this contract and your primary point of contact is:

Commander
U.S. Army Engineering and Support Center, Huntsville
ATTN: CEHNC-CT--E/Lydia Tadesse
P.O. Box 1600 (4820 University Square)
Huntsville, Alabama 35807-4301
256-895-1169

4 52.242-4603 PROJECT MANAGER

The Project Manager on this contract and your primary point of contact is:

Commander
U.S. Army Engineering and Support Center, Huntsville
ATTN: CEHNC-PM-ED/David Skridulis
P.O. Box 1600 (4820 University Square)
Huntsville, Alabama 35807-4301
256-895-1468

a. The Contractor shall submit, at least monthly, billings using Standard Forms 1034 and 1035 to invoice its costs and earned fee in accordance with the appropriate clause entitled "Fixed Price and/or Payments Under Time-and-Materials and Labor Hour Contracts."

b. Public vouchers, together with any necessary supporting documentation, shall be submitted concurrently to the cognizant Defense Contract Audit Agency Office, prior to payment by the Finance and Accounting Office specified in clause 52.242-4680.

c. The contractor shall break vouchers out by task assignment and shall identify on each public voucher: (1) the accounting classification; (2) the contract number; (3) the Task Assignment number; (4) the level of effort per CLIN/SCLIN; and (5) the cumulative effort for each CLIN/SCLIN to date.

d. The Contractor shall provide receipts for purchase/rental of materials, time sheets of individual employees, and travel vouchers per employee as called for under clause 52.242-4611, Travel Expenses for all T&M Task orders. Each portion of the above shall have a recap sheet identifying each charge.

(END OF CLAUSE)

The contractor shall submit, at least monthly, billings using Standard Forms 1034 and 1035 to invoice its costs in accordance with clauses entitled "Fixed Price" or "Payments Under Time-and-Materials or Labor-Hours Contracts" as applicable. All documents submitted for payment shall reference that accounting and appropriation data set forth in the individual delivery orders.

Billings for fixed price orders shall be submitted pursuant to the "Payments" clause.

The contractor shall submit all invoices/vouchers for payment concurrent to Cognizant DCAA Office for processing to:

Finance and Accounting Officer
U.S. Army Engineering and Support Center, Huntsville
ATTN: CEHNC-RM-F (EXAM)
PO Box 1600
Huntsville, Alabama 35807-4301

(End of Clause)

END OF SECTION G